

## C O L U M B U S   D A Y Coding Instructions

Columbus Day is the only 'floating' holiday and is the ONLY time an employee can Earn and Use comp time in the same pay period. Columbus Day is technically not a 'holiday' but is a 'benefit'. It is a work day. Employees are expected to be at work **IF** it's not their normal day off **OR** they have not requested time off from their supervisor.

### Employees with Work Schedule 121:

#### **If the employee Works:**

- Code 01 (blank) -*No action necessary for Comp time credit.*
- If an employee works part of the day, Code 05 for the number of hours not worked.

#### **If the employee Does NOT Work** (scheduled work day):

- Code 05 -*Number of hours not at work.*

### Employees with Work Schedule 699:

#### **If the employee Works** (scheduled work day):

- **Code 01 hours positive reported** - *No action necessary for Comp time credit.*
- If an employee works part of the day, Code 05 for the number of hours not worked.

#### **If the employee Does NOT Work** (scheduled work day):

- Code 05 *Number of hours not at work.*

#### **If the employee Does NOT Work** (regular day off):

- Leave blank -*No action necessary for Comp time credit.*

Link to: Timesheet coding instructions for Holiday chart

<http://finance.vermont.gov/sites/finance/files/pdf/payroll/Holidaycoding.pdf>